

Chair Linda L. Thorpe called to order the meeting of the Personnel Committee at 1:00 pm on Wednesday, March 15 in the Courthouse Conference Room #2, 330 Court Street, Eagle River, Wisconsin. Public meeting notice was given to the public twenty-four hours prior to the meeting.

Personnel Committee Members Present: Chair Linda L. Thorpe, Emil Bakka, Jim Behling, Bob Egan and Sig Hjemvick.

Others Present: Steve Favorite, Jerri Radtke, and Janna Kahl.

Approve Agenda: Motion by E. Bakka, seconded by S. Hjemvick to approve the agenda to be discussed in any order of the Chair. All voting aye, carried.

Approve Minutes: Motion by J. Behling, seconded by E. Bakka, to approve the February 15, 2012 minutes. J. Behling questioned Item #7 of the Standing Rules (HR Manager to verify all required certifications and licenses) as it pertains to elected officials. J. Kahl will modify the minutes to include elected officials. All voting aye, carried.

Bob Egan and Steve Favorite arrived at the meeting at 1:05 pm.

Vacation Carryover: Motion by S. Hjemvick, second by E. Bakka to approve a Tax Listing employee vacation carryover request. All voting aye, carried.

Resolution: Elected Officials Salary: Motion by J. Behling, seconded by S. Hjemvick to sign and forward the resolution depicting the 2013-2016 salaries for certain elected officials, as presented. J. Kahl confirmed with the Committee that this was setting the stage for Vilas County to examine its compensation structure and target the statewide data for all County positions (to ensure consistency), as opposed to the regional data that had been analyzed in the past. This move could, in essence, make Vilas County the highest paying County of the Northern region of the State. S. Hjemvick stated that these 4 positions are not eligible for merit pay, as are other non-elected County employees. All voting aye, carried.

Resolution: Finance Manager: Motion by J. Behling, seconded by S. Favorite to sign and forward the resolution for the creation of the Finance Manager position, as presented. S. Hjemvick questioned if this position could be contracted, or considered for a part-time basis. J. Behling stated that would require an extensive re-write of the job description. S. Favorite said that to centralize the County's financial systems, daily oversight is needed. In addition, the County may not experience any cost savings by hiring a contractor at a bill rate of 2-3x the hourly rate of a County employee. J. Kahl stated that the amount of commitment that would be required of the person performing this role, that a full-time employee would best suit the County's need to reduce or eliminate duplication of efforts, identify streamlining opportunities, etc. All voting aye, carried.

Approve Bills: Motion by E. Bakka, seconded by S. Hjemvick to approve the payment of bills. All voting aye, carried.

Treasurer's Office Staffing: Treasurer Jerri Radtke addressed the Committee to allow her office to hire an additional Limited Term Employee to assist with workload. The additional cost of this LTE, in addition to the cost of the current LTE, will not exceed the \$3,000 annual LTE budget in the Treasurer's office. Motion by J. Behling, seconded by S. Hjemvick to approve the alternate staffing proposal as presented by Ms. Radtke. All voting aye, carried. J. Radtke and J. Kahl will work together to recruit for this position, per the LTE policy.

Assistant Corporation Counsel: J. Kahl presented market data for the Assistant Corporation Counsel salary. Her recommended starting salary for this position is \$58,000-\$66,000. Motion by J. Behling, seconded by E. Bakka to approve the starting salary range as recommended by the HR Manager. All voting aye, carried.

Social Services Account Technician II: J. Kahl informed the Committee that Corrine Hoffman started as the new Account Technician II on Monday of this week.

PTO vs. Traditional Leave: J. Kahl requested guidance from the Committee on whether or not she should invest time crafting a PTO policy, unfunded sick leave program, Short Term Disability/Long Term Disability program options, and attendance policy. Motion by J. Behling, seconded by S. Hjemvick to direct the HR Manager to draft a comprehensive PTO policy for Vilas County. All voting aye, carried.

Closed Session: Motion by J. Behling, seconded by S. Hjemvick, to convene in closed session, pursuant to Wis. Stat. § 19.85(1)(c), for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. All voting aye, carried. Motion by J. Behling, seconded by B. Egan, to adjourn closed session pursuant to Wis. Stat. § 19.85(1)(c), return to open session. All voting aye, carried.

Committee may take action on matters discussed in closed session: No action taken at this time.

Letters and Communications: The Committee approved the March 15, 2012 memorandum to be sent to all Department Heads, pertaining to attendance at County Board meetings.

Future Meeting Date: March 21 at 9 am

Adjournment: L. Thorpe announced there is no further business to discuss and the meeting stands adjourned the meeting at 2:45 pm.

Minutes reflect the recorders notation and are subject to approval by the appropriate board or committee. Respectfully submitted by: Janna Kahl, Human Resources Manager